MEDPROS
FORCE HEALTH PROTECTION

USER GUIDE

U.S. ARMY
ARMY STRONG.

e-Profile

WWW.MODS.ARMY.MIL

e-Profile
User Guide
Administrator

**Prepared by the
Documentation Team
September 15, 2010**

Revision History

Version	Date	Description
1.0	March 2010	This version includes instructions for administrators and the new functionality features with the 3.5.3 release.
2.0	July 2010	This version includes instructions for administrators for the e-Profile application and the new functionality features with the 3.5.4 release.
3.0	September 2010	This version includes instructions for administrators for the e-Profile application and the new functionality features with the 3.5.5 release.

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1.0   Introduction to e-Profile

1.1   Background

E-Profile is an application within Medical Operational Data System (MODS) suite which allows global tracking of all Army Soldiers who have been determined by the medical system to have a temporary or permanent medical condition that may render them medically not ready to deploy.

1.2   Purpose

This application provides a fully automated profile process, Form DA 3349 entry to routing final profile to Commander. It uses artificial intelligence to improve quality of profiles and enforces profile process standardization and quality control. It increases communication between Commanders and Providers, helping to ensure Soldiers get corrective intervention, either medical care or board process. The application follows the Physical Profiling guidelines set forth in AR 40-501, Standards of Medical Fitness http://www.army.mil/usapa/epubs/pdf/r40_501.pdf.

1.3   Application Components and Validations

The e-Profile application consists of admin, profile, report, referral, MEB, PEB, MMRB, and system modules. e-Profile validates user's access to different modules based on their user role. For information on User roles and their access, refer to Appendix D.

1.4   Intended Audience

e-Profile User Guide is intended for the Administrators utilizing the e-Profile application.

1.5   Prerequisites

To access e-Profile, you must have an active AKO account and a Common Access Card (CAC). You must register your CAC on AKO in order to login in to the e-Profile.

How Do I Register for an AKO Account?
https://help.us.army.mil/cgi-bin/akohd.cfg/php/enduser/home.php

2.0   Get System Access

To gain system access, you must have an active AKO account. When accessing e-Profile for the first time, you will need to complete the registration process, including your user role. For more information, refer to Appendix A: Gaining System Access or contact the MODS help desk (888) 849-4341.

3. 0   Administrator

3.1   MEB

3.1.1 MEB Reports

Step	User Action	What to Check/System Response
1.	Hover over MEB, click MEB Reports.	List of UIC's will appear.
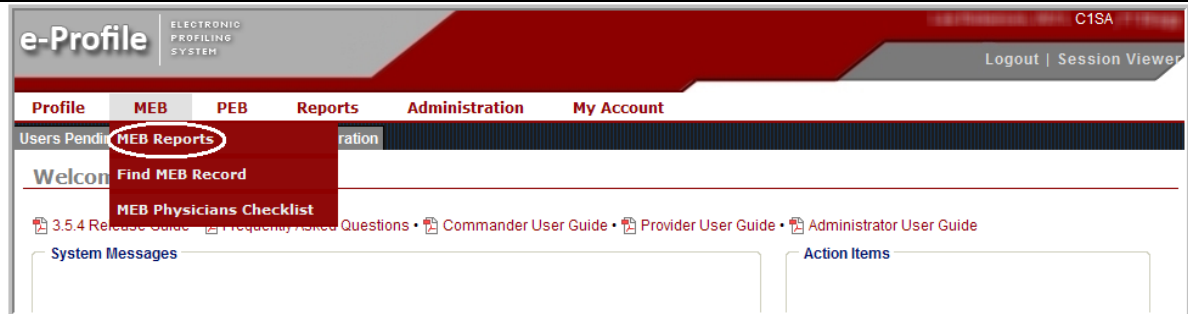
Exhibit 3-1 Welcome Page

Step	User Action	What to Check/System Response
2.	Select a location in the Available Reports dropdown.	List of locations will appear.
3.	Click the appropriate UIC.	A list of Soldiers related the UIC chosen will appear.
4.	Click Details.	Soldier's report will appear.
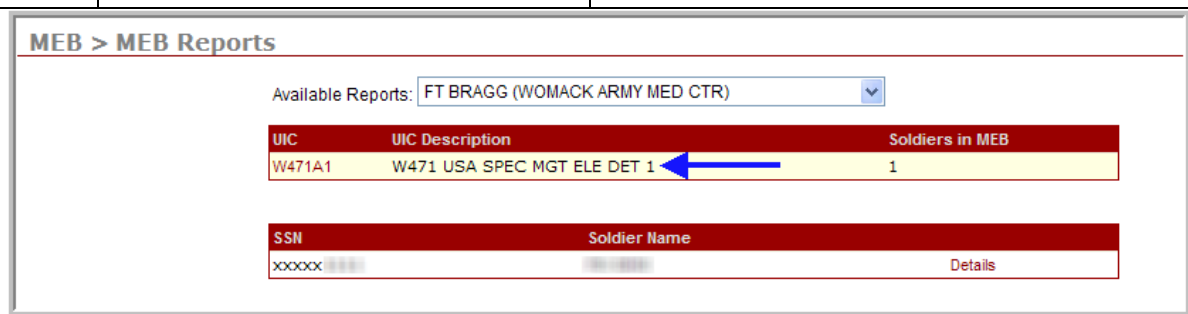
Exhibit 3-2 MEB Reports

3.1.2 Find MEB Record

Step	User Action	What to Check/System Response
1.	Hover over MEB, click MEB Record.	Text boxes will be displayed available for entry.

Exhibit 3-3 Welcome Page

2.	Enter First Name, Last Name, or SSN. Click Find.	List of records will be displayed.
3.	Locate appropriate Soldier, Click Select.	Soldier's record will appear.

Exhibit 3-4 Find MEB Record

4.	Click Detail.	The Soldier's MEB Record Details will be displayed.

Exhibit 3-5 Soldier Details

Exhibit 3-6 MEB Record Details

3.1.3 MEB Physicians Checklist

Step	User Action	What to Check/System Response

1.	Hover over MEB, click MEB Physicians Checklist.	The Medical Evaluation Board Physicians Checklist in PDA format will appear.
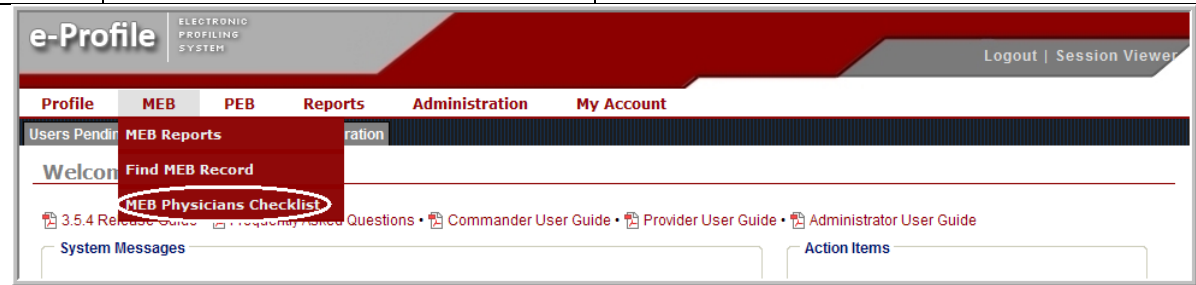
Exhibit 3-7 Welcome Page

Exhibit 3-8 MEB Physicians Checklist

3.2   PEB

3.2.1   PEB Reports

Step	User Action	What to Check/System Response
1.	Hover over PEB, click PEB Reports.	List of UIC's will appear.
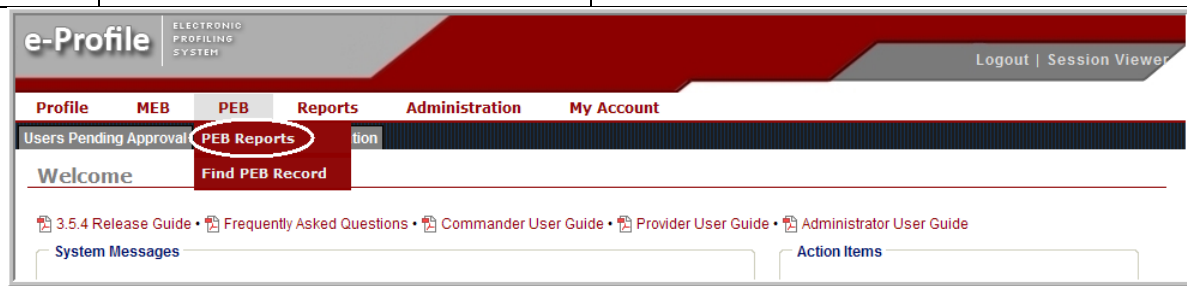
Exhibit 3-9 Welcome Page

Step	User Action	What to Check/System Response
2.	Select a location in the Available Reports drop down.	List of locations will appear.
3.	Click the appropriate UIC.	A list of Soldiers related the UIC chosen will appear.
4.	Click Details.	Soldier's report will appear.
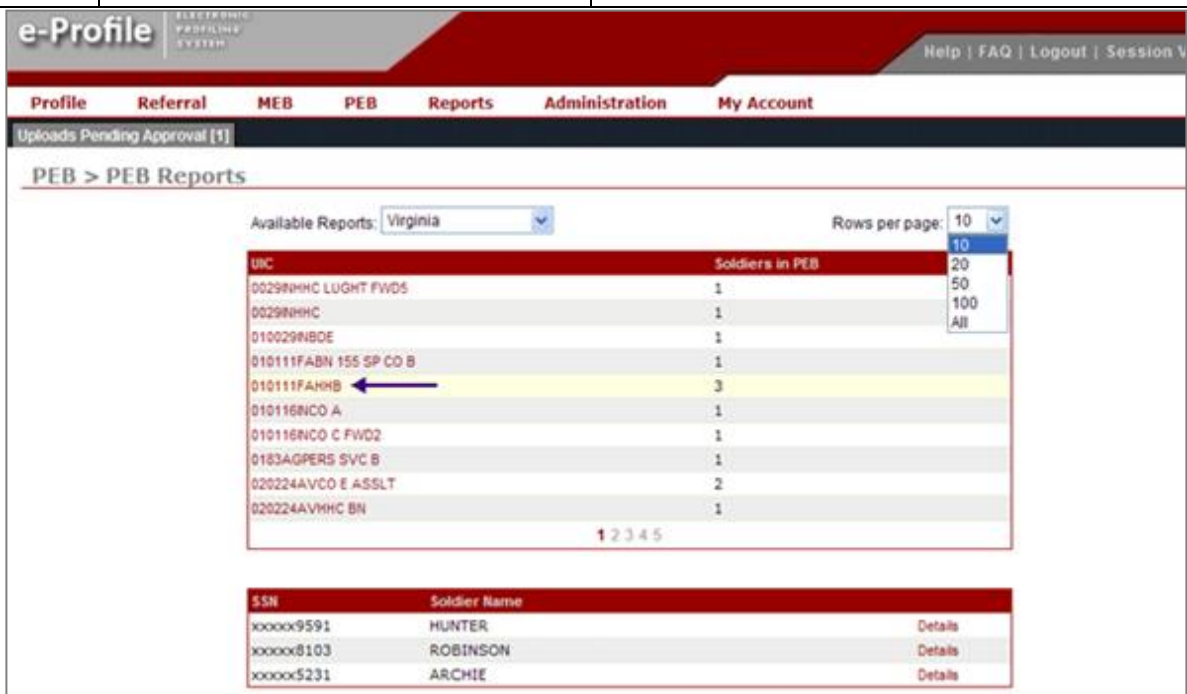
Exhibit 3-10 PEB Reports

3.2.2   Find PEB Record

Step	User Action	What to Check/System Response
1.	Hover over PEB, click Find PEB Reports.	Text boxes will be displayed available for entry.

Exhibit 3-11 Welcome Page

2.	Enter First Name, Last Name, or SSN. Click Find.	List of records will appear.
3.	Locate appropriate Soldier, Click Select.	Soldier's record will appear.

Exhibit 3-12 Find PEB Record

3.3 Reports

3.3.1 Profile and Referral Workload Summary

Step	User Action	What to Check/System Response
1.	Hover over Reports and click either Profile Workload Summary or Referral Workload Summary.	A screen of filters will appear.

Exhibit 3-13 Welcome Page

Step	User Action	What to Check/System Response
2.	Select Location from the drop down, and the dates. Click Generate Report.	Profile and Referral Workload summaries will be listed.

Exhibit 3-14 Profile Workload Summary Filters

Step	User Action	What to Check/System Response
3.	Click Export to export contents to an excel spreadsheet. See Appendix E for export function instructions.	Excel spreadsheet will display summary list.

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Exhibit 3-15 Profile Workload Summary

3.3.2 Profile and MMRB Reports

Step	User Action	What to Check/System Response
1.	Hover over Reports and click Profile and MMRB Reports	A drop down menu will be displayed available for selection.

Exhibit 3-16 Welcome Page

Step	User Action	What to Check/System Response
2.	Select a report from the Available Reports drop down menu.	A list will be generated per selection of report.

Exhibit 3-17 Profile and MMRB Reports

| 3. | Click on desired region. | Statuses of profiles per report selection will be displayed. |

Exhibit 3-18 Profile and MMRB Reports List

3.3.3 Soldier ICD9 Summary

Step	User Action	What to Check/System Response
1.	Hover over Reports and click Soldier ICD9 Summary.	Text boxes will be displayed available for entry.
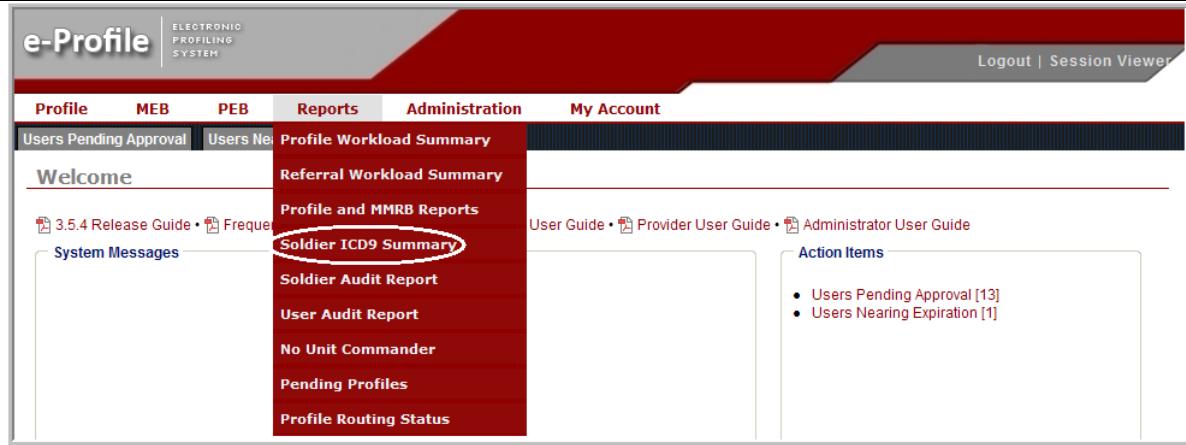
Exhibit 3-19 Welcome Page

Step	User Action	What to Check/System Response
2.	Enter First Name, Last Name, or SSN. Click Find. For this example, enter SSN.	Soldier's personal information will be displayed and is available for profile viewing

Exhibit 3-20 Soldier ICD9 Summary

3.3.4 Soldier Audit Report

Step	User Action	What to Check/System Response
1.	Hover over Reports and click Soldier Audit Report.	Text boxes will be displayed available for entry.
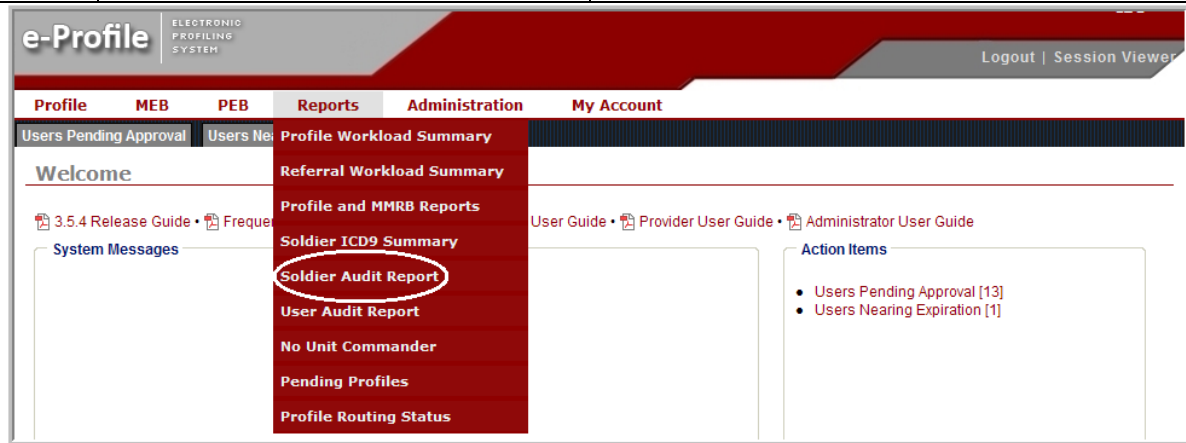
Exhibit 3-21 Welcome Page

Step	User Action	What to Check/System Response
2.	Enter First Name, Last Name, or SSN. Click Find.	List of records will appear.
3.	Locate appropriate Soldier, click Select.	Soldier's audit report will be displayed
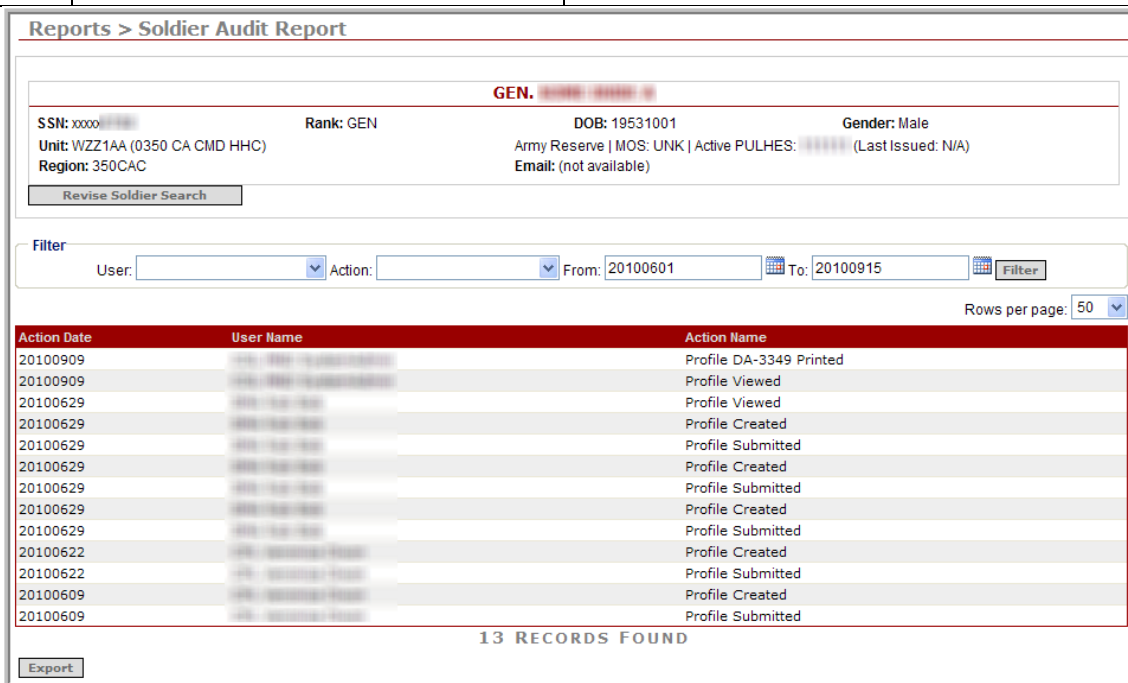
Exhibit 3-22 Soldier Audit Report

3.3.5 User Audit Report

Step	User Action	What to Check/System Response
1.	Hover over Reports and click User Audit Report.	User Audit Report screen will be displayed.
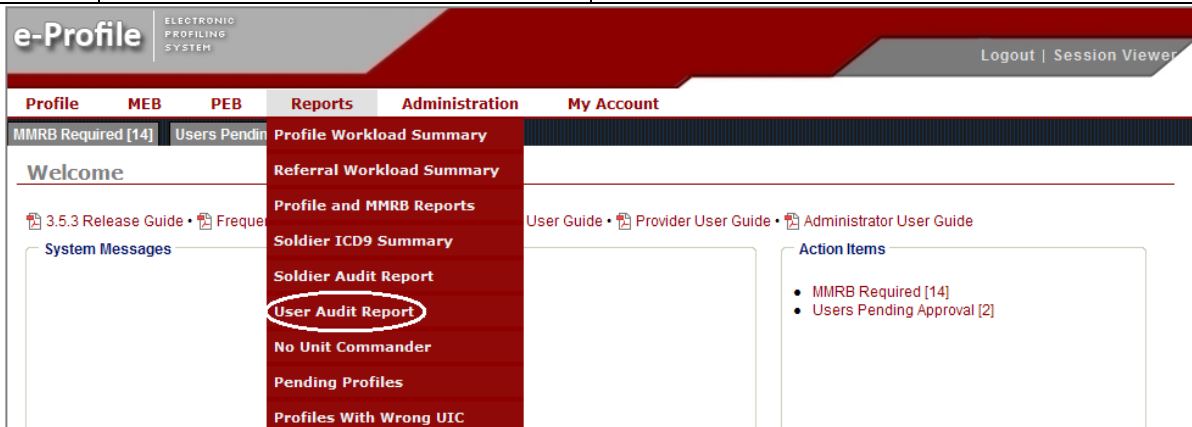
Exhibit 3-23 Welcome Page

Step	User Action	What to Check/System Response
2.	Click Select User.	A window will display users' name per your region.
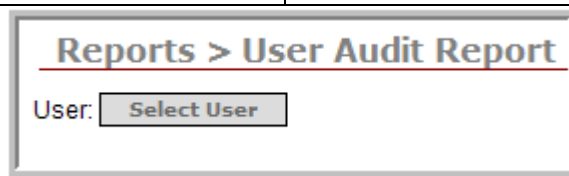
Exhibit 3-24 Select User Button

Step	User Action	What to Check/System Response
3.	Locate desired user and click Select.	User audit report per selection will be listed.
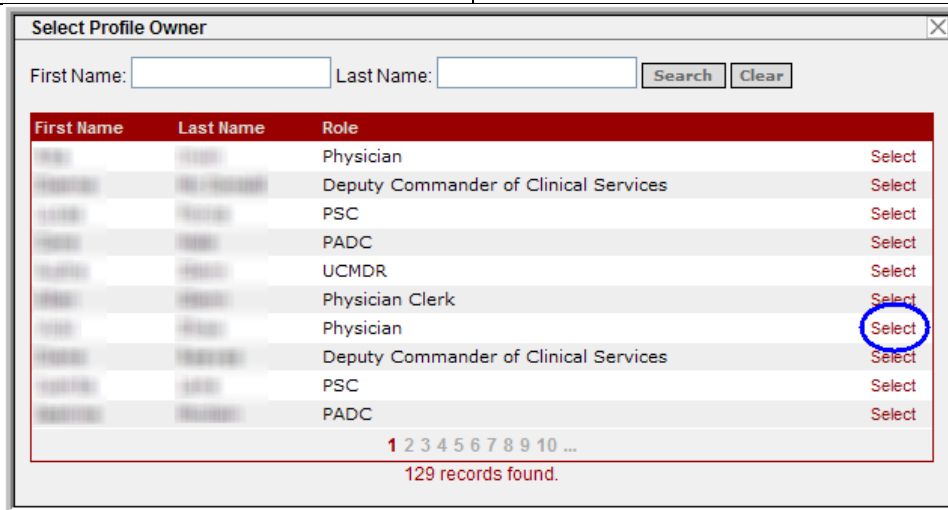
Exhibit 3-25 Select Profile Owner

4.	You may filter reprt by Action and by dates.	User audit report per selection will be listed.

Exhibit 3-26 User Audit Report

3.3.6 No Unit Commander Report

Step	User Action	What to Check/System Response
1.	Hover over Reports and click No Commander Report.	A screen will appear displaying the UIC's within your location that are not assigned a unit commander.

Exhibit 3-27 Welcome Page

2.	View Permanent and Temporary profiles per UIC that are not assigned a unit commander.	UIC's profiles that do not have an assigned unit commander will be listed.

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Reports > No Unit Commander

This report lists the number of profiles that have been approved where there is no Unit Commander registered for that UIC.

Rows per page: 50

UIC	Permanent Profiles	Temporary Profiles
W0	1	0
w0	1	0
W2	1	0
W2	1	0
W4	3	6
w6	0	2
WA	2	1
WA	1	1
WA	1	0

Exhibit 3-28 No Unit Commander List

3.3.7   Pending Profiles

Step	User Action	What to Check/System Response
1.	Hover over Reports and click Pending Profiles.	All profiles pending Approval, 1st and 2nd signature will be displayed.

Exhibit 3-29 Welcome Page

2.	You may sort the list by status pending and by how old.	Pending profiles will be listed.

Reports > Pending Profiles

This report lists all pending profiles within your region that are waiting action. "Days in" represents the number of days the profile has been in the inbox pending signature. You can filter by profile status and days.

Status Pending: All   Older than: 7 days

Name	SSN	Status	UIC	Days in	Assigned To
	xxxxx	Pending 1st Signature	WH1ZT0	275	
	xxxxx	Pending 1st Signature	W471A1	230	
	xxxxx	Pending 1st Signature	WET2AA	147	
	xxxxx	Pending 1st Signature	WJLKT0	219	
	xxxxx	Pending 1st Signature	WABJB0	145	
	xxxxx	Pending 1st Signature	W0U382	78	
	xxxxx	Profile Pending Approval	WDHDT1	21	
	xxxxx	Pending 1st Signature	WDHDT1	13	
	xxxxx	Profile Pending Approval	W2L620	349	

Export

Exhibit 3-30 Pending Profiles

3.3.8 Profile Routing Status

Step	User Action	What to Check/System Response
1.	Hover over Reports and click Profile Routing Status.	Filters will be displayed available for entry.
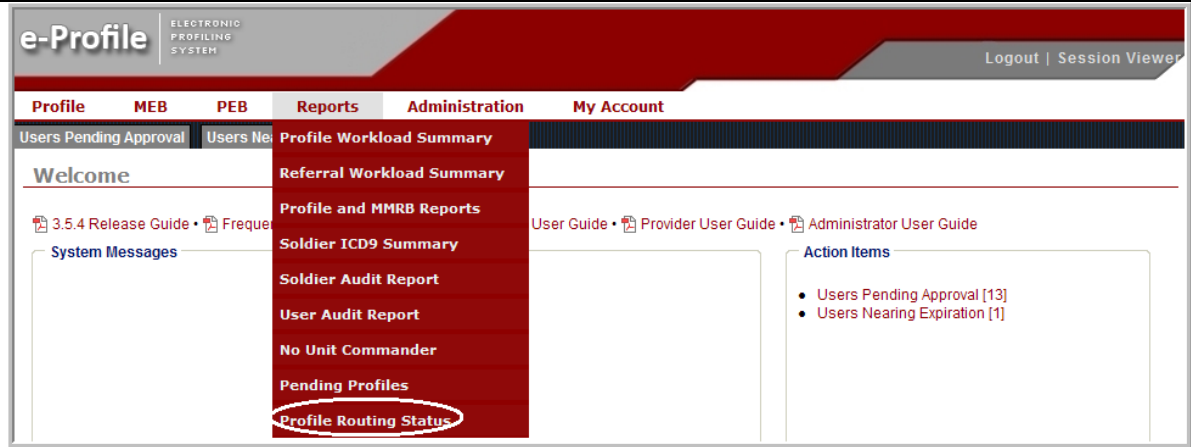
Exhibit 3-31 Welcome Page

Step	User Action	What to Check/System Response
2.	Enter the First Name, Last Name, or SSN of the Soldier and click Find.	Soldier's information and profile status will be displayed.

Exhibit 3-32 Profile Routing Status Filters

Step	User Action	What to Check/System Response
3.	View profile status.	

Exhibit 3-33 Profile Routing Status

3.4 Administration

3.4.1 Manage Messages

Step	User Action	What to Check/System Response
1.	On the Welcome Page, under the Administration menu, click Manage Messages.	Message details window will appear.
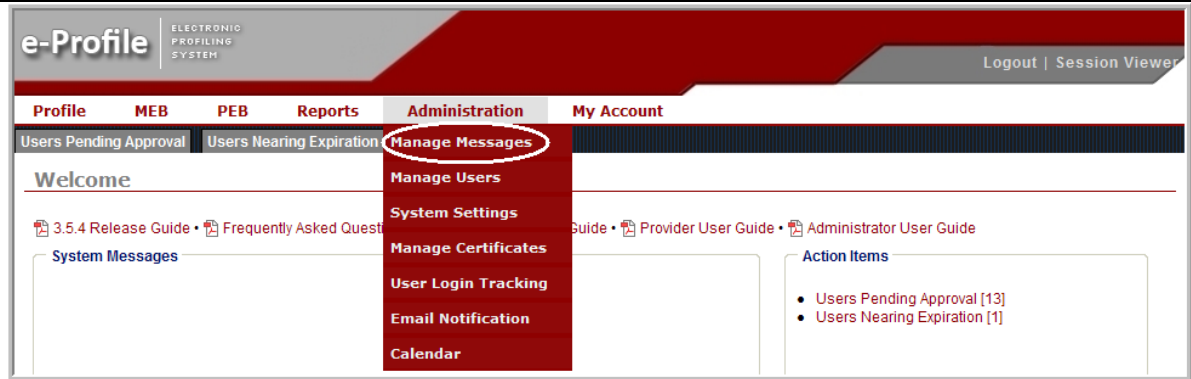
Exhibit 3-34 Welcome Page

Step	User Action	What to Check/System Response
2.	Click Add Message and enter message details in spaces provided. Select user groups , click Save.	Message will be posted to appropriate user groups.

Exhibit 3-35 Message Details Box

3.4.2   Managing Users and Modifying Scope

Step	User Action	What to Check/System Response
1.	Under the Administration menu, click on Manage Users.	List of users will appear.
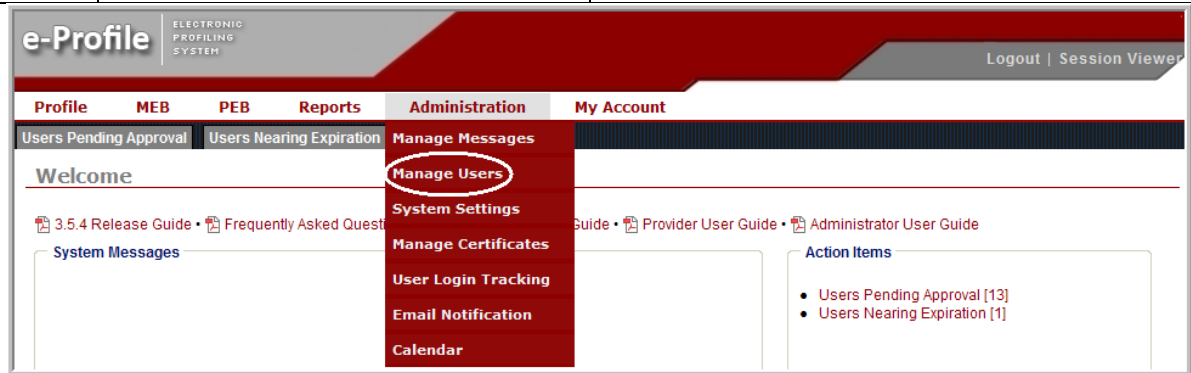
Exhibit 3-36 Welcome Page

Step	User Action	What to Check/System Response
2.	Select user and click Details.	Permissions will be available for modifying.
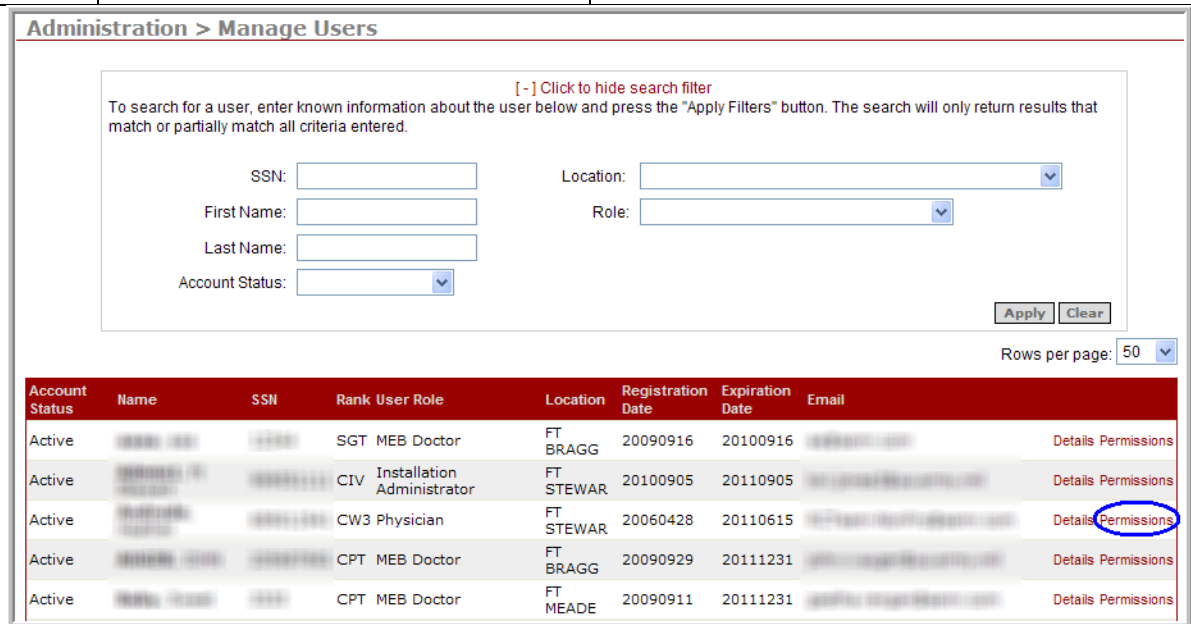
Exhibit 3-37 User List

3.	Review provided permissions and grant appropriate access by checking the boxes.	Check marks will identify which permission will be granted.
4.	Click Scope.	Scope levels will be displayed in the Extended Scope Properties window.

Exhibit 3-38 Permissions

5.	Select scope level of permission, click next. (for this example, we will choose Unit (UIC) Level).	The Applicable Scope window will be displayed.

Exhibit 3-39 Select Scope Level

Step	User Action	What to Check/System Response
6.	Select additional UIC's as necessary.	Additional UIC's will be added.

☚ **Note: Adding additional UIC's depends on the user's roles of whom you are granting permissions.**

Exhibit 3-40 Applicable Scopes

Step	User Action	What to Check/System Response
7.	Click Complete.	Scope properties have been updated.

3.4.3   Approving Users

Step	User Action	What to Check/System Response
1.	The Admin logs into e-Profile to see the Inbox or Action items containing users that need approval. Click Users Pending Approval.	List of users will appear.

Exhibit 3-41 Welcome Page

Step	User Action	What to Check/System Response
2.	Locate a user, click Approve.	User details will appear.

Exhibit 3-42 User List

Step	User Action	What to Check/System Response
3.	Update user's information as necessary, change the account status, click Update.	Users account has been updated.

Exhibit 3-43 User Details

3.4.4 System Settings

Step	User Action	What to Check/System Response
1.	Under the Administration menu, click System Settings.	Systems settings will be listed.

Exhibit 3-44 Welcome Page

2.	Scroll down to selected setting and click.	Detailed information will be listed on the right side of the screen.

Exhibit 3-45 System Settings

3.4.5 Managing Certificates

Step	User Action	What to Check/System Response
1.	Under the Administration menu, click Manage Certificates.	Certificate list will appear.

Exhibit 3-46 Welcome Page

2.	Either enter SSN if known, or view a certificate from the list provided. Click Review Latest.	A view of the latest certificate will appear for approval or disapproval.

Exhibit 3-47 Certificate List

Step	User Action	What to Check/System Response
3.	Click Approve or Disapprove.	Certificate will be approved or disapproved.

Exhibit 3-48 HIPAA Certificate
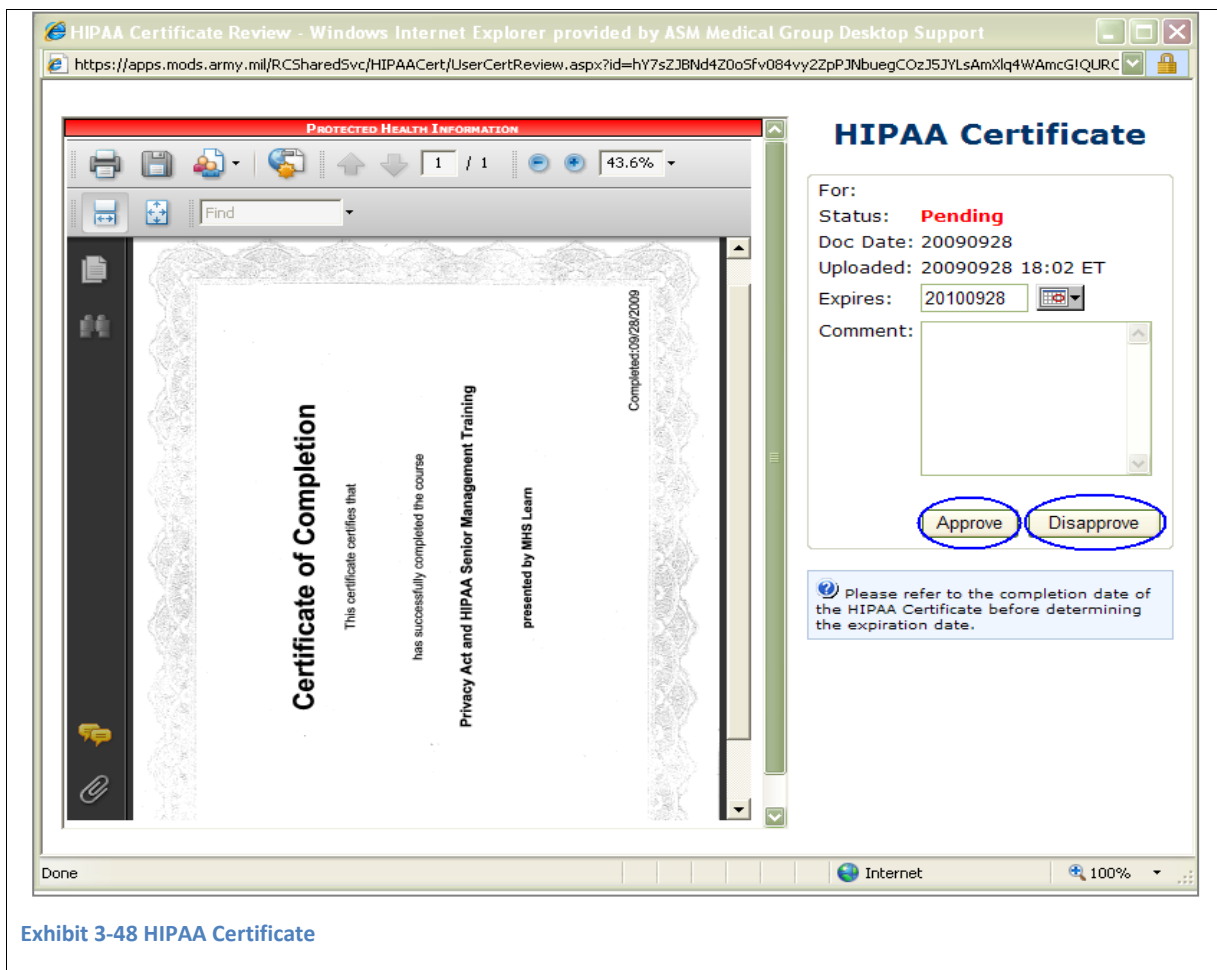
3.4.6 User Login Tracking

Step	User Action	What to Check/System Response
1.	Under the Administration menu, click User Login Tracking.	Area for entering user SSN will appear.
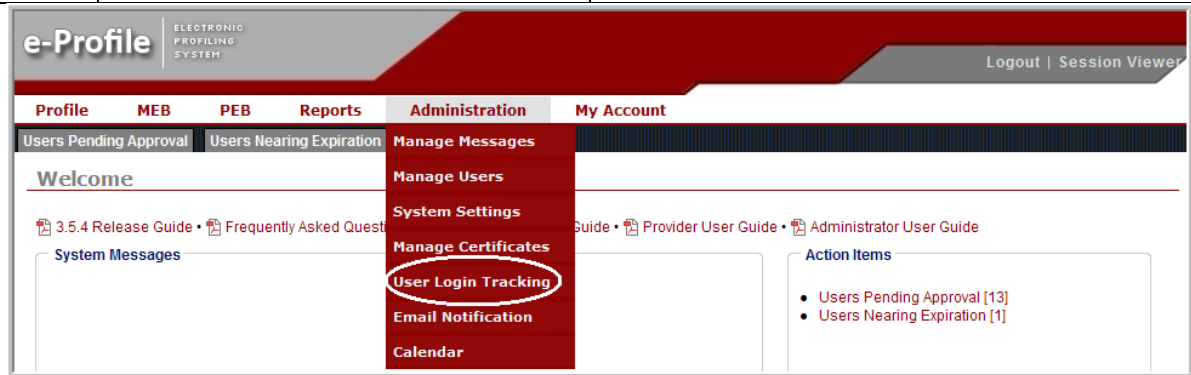
Exhibit 3-49 Welcome Page

Step	User Action	What to Check/System Response
2.	Enter SSN of user and select a time frame.	View of user logins will be listed.
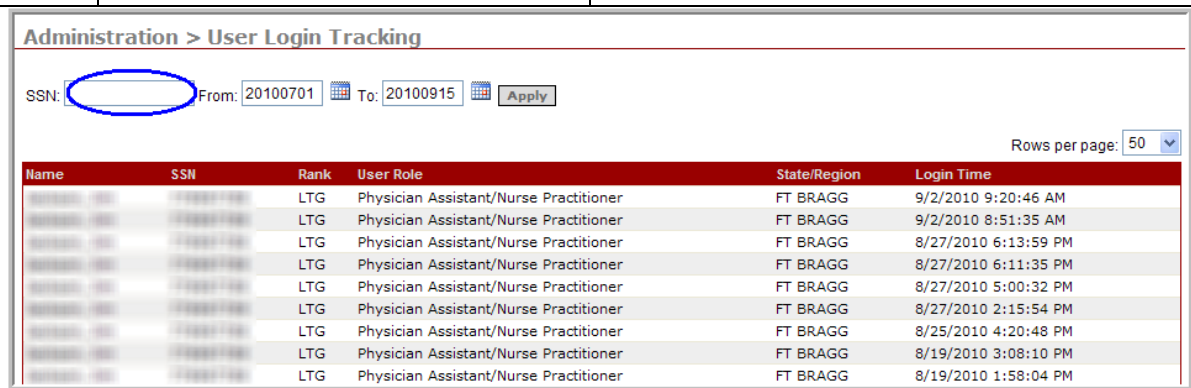
Exhibit 3-50 User Login Tracking

3.4.7   Email Notification

Step	User Action	What to Check/System Response
1.	Under the Administration menu, click Email Notification.	The next screen will provide an area to compose a message.
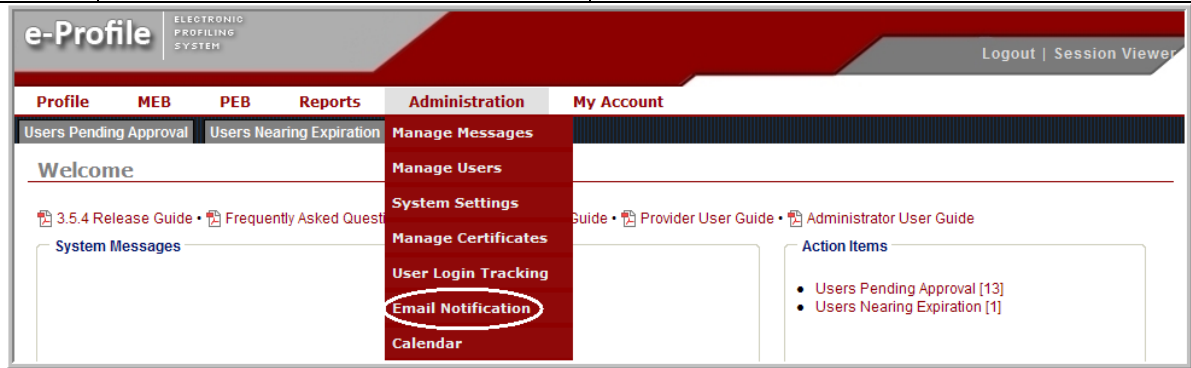
Exhibit 3-51 Welcome Page

Step	User Action	What to Check/System Response
2.	Compose message. Click Send.	Message will be sent.

Exhibit 3-52 Email Notification

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Appendix A: Gaining System Access

Register for e-Profile

Step	User Action	What to Check/System Response
1.	Go to the MODS domain page at http://www.mods.army.mil	The MODS homepage will open.
2.	Point your cursor at the e-Profile link and click.	e-Profile homepage will open.

Exhibit A-1 MODS Home Page

Step	User Action	What to Check/System Response
3.	Click on Register for e-Profile.	A window will pop up stating you are accessing a U.S. Government Information System. Click OK to

Step	User Action	What to Check/System Response
		continue. A statement will appear that you have been authenticated through AKO.

Exhibit A-2 e-Profile Home Page

Exhibit A-3 Statement Window

Step	User Action	What to Check/System Response
4.	Enter your personal data. The red asterisk indicates fields that are required.	
5.	In the User type drop down ment, select	Military Personnel and Civilian Employees section will

Step	User Action	What to Check/System Response
	Military/Civilian/Contracter if you are one of these users.	expand available for entry.

Exhibit A-4 Application Registration Military Personnel and Civilian Employees

Step	User Action	What to Check/System Response
6.	If you are an LHI contractor, select the option from the drop down menu.	Contracting Organizations section will expand available for entry.

Step	User Action	What to Check/System Response
	Exhibit A-5 Application Registration Contracting Organizations	
7.	Verify all information entered is correct. Click Confirm.	Window confirming registration will appear.
	Exhibit A-6 Information Verification Page	

Step	User Action	What to Check/System Response

e-Profile | ELECTRONIC PROFILING SYSTEM

e-Profile application version :: 3.5.5 (INT3)

My Account > Application Registration

e-Profile Registration Complete

You have successfully registered for e-Profile. A confirmation email has been sent to your registered account address.

Before you can logon to e-Profile, your account must be approved.
You will receive another email once your account has been approved.

Exit

Exhibit A-7 Registration Confirmation

Appendix B: Browser Compatibility and Security Settings

Browser Compatibility

You can view AJAX-enabled ASP.NET sites by using most modern browsers. The following lists show compatible browser versions and operating systems.

The client browsers should support the following technologies to ensure the e-Profile application renders and functions properly:

- ECMAScript (JScript, JavaScript) version 1.2
- HTML version 4.0
- The Microsoft Document Object Model (MSDOM)
- Cascading style sheets (CSS)

Supported Browsers

- Microsoft Internet Explorer 6.0 or later versions
- Mozilla Firefox version 1.5 or later versions
- Apple Safari version 2.0 or later versions

Security and Privacy Settings

The following table lists required browser security and privacy settings for user browsing. In all cases, the recommended settings are the default settings for that browser.

Browser	Security and Privacy Settings
Internet Explorer versions 6 & 7	Set the Internet Zone, located in the Security Zone to Medium.
FireFox 1.5 or later versions	In the Tools menu under Options, select Enable JavaScript.

Exhibit B-1 Security and Privacy Settings Table

☛ **Note**: **If browser security and privacy settings are set too high, JavaScript might be disabled. In that case, the browser cannot run the client-side functionality of an AJAX-enabled ASP.NET application.**

Appendix C: Frequently Asked Questions

Q: How do I get access UICs to view profiles/referrals?

A: Contact your state DSS or regional Approval Authority to have additional UICs added to user's profile.

Q: How to I gain additional access to sign profiles or view referrals?

A: Contact your state DSS or regional Approval Authority to have permissions added to user's profile.

Q: Why am I not able to view a profile I created for a soldier?

A: The users either does not have the permissions to view created profiles, the profile is in draft mode and needs to be submitted, or the soldier's UIC does not match the UICs the user has access to.

Q: Why can't I log back into e-Profile when the account was approved?

A: Confirm that the user's HIPAA certificate or account expiration date is current and the account is activated.

Q: Can I delete a duplicate profile that was created on a soldier or when an error was made on the profile?

A: Manually created profiles cannot be deleted from the application. The user can create a new profile with a new expiration date which will override all previous profiles and all profiles will drop off.

Q: I am trying to create a profile on a soldier, but my SSN is not matching.

A: Check TAPDB to see if the soldier has been built into the system

Q: A user created a profile and the provider assigned cannot see the profile.

A: Verify that the person who created the profile submitted the profile and that the profile is not in draft mode.

Q: I am creating a profile and tying it to a provider, but the application will not allow me to.

A: First, check to see if the solder is Active Army, Reservist or Guard. If Active Army, they user can't select a provider as they are routed based on logic provided by the Army. If a Reservist, the user can't select a provider; they are routed based on the logic provided by RHRP. If the

solder is Guard, the provider may not be on the user's list of providers or UICs do not match from soldier to provider.

Q: Is there a maximum amount of cases/profiles that can be created on a soldier?

A: There is not maximum number of cases that can be created.

Q: I have gotten back a profile where the first provider signing the profile was also the approving authority on the same profile.

A: For National Guard, P2 profiles DO require 2 signatures. e-Profile currently puts the name of the 1st signing provider in both slots until the 2nd signature is obtained.

Q: When a provider enters comments on a rejected profile, why is the proxy unable to see those comments? When the rejected profile is selected, the profile is void of ANY information. How can proxies view the comments entered by the providers?

A: For profiles created by Provider Proxies, the provider does not reject profiles; they only edit, delete, or sign them at this point, so the profile will not come back to the proxy. Once the profile is submitted, the proxy can still view the profile, but can no longer make changes to it; only the provider can change it at that point. Rejection of profiles only happens once the provider has signed it, and submits it to the Approval Authority for 2nd signature/approval. The Approval Authority can reject it back to the provider at that point.

Q: A soldier was boarded and was put on approbation for one year. e-Profile says the soldier was referred to MEB/PEB. It will not let me change the results, so how can I do this so that the soldier can be boarded again?

A: A new Permanent profile would have to be submitted and approved to replace the current profile. The new profile must have a PULHES of at least 3 and must meet the chapter 3 retention standards to qualify for MMRB.

Q: I downgraded a profile for one of our providers but the provider does not see it as needing a signature.

A: After downgrading a profile, the "submit" button must be clicked on the final tab before the provider has visibility.

Q: Where can I find information on a user's registration if it does not appear in my approval list?

A: Contact the Help Desk, they have access to view a registration and determine the cause.

Q: When selecting restrictions under the Restrictions tab, why does the diagram not light up?

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A: Not all restrictions enable the diagram to light up. If you were to select a restriction that normally lights up AND select one that does not, the diagram will not light up at all. You would have to create sentence them separately.   If you were to select two restrictions at the same time that both would make the diagram light up, NOT ALL the areas will light up for the corresponding restrictions. You would have to "create sentence" them separately.

Q: How are profiles routed?

A: National Guard and Army Reserve routing is based on the Soldier's unit.   Active Army's routing is based on the Provider's unit.

Q: If a profile has been entered into e-Profile, why does it not show up under MMRB needed in order to schedule a board?

A: Soldiers issued a permanent profile with a P3/4 who meets retention standards are referred to the MMRB. If the Soldier does not meet the retention standards, an MEB is mandatory and will be initiated by the physical evaluation board liaison officer (PEBLO).

Appendix D: User Roles per Component

Army		
Role	**Permission**	**Description**
Physician	**Profile**	
	View Existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier
	Expire	Manually expire a Profile before its set expiration date (deprecated)
	Scan/Upload	Scan/Upload previously completed Soldier Profiles
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	View Pending 1st Signature	View profiles in queue pending 1st signature.
	Submit Permanent	Submit Permanent Profiles.
	Submit Temporary	Submit Temporary Profiles.
Deputy Commander of Clinical Services	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Approve users	Approve new user registrations to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB Results Details.
	PEB	
	View Soldier details	View PEB Results Details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create ne Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade and active Profile for a Soldier.
	Expire	Manually expire a Profile before its set expiration date.
	Approve uploaded	Approve manually uploaded Profiles for Soldiers.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	Approve	Approve/provide the 2nd signature for a profile.
	View rejected	View Profiles that have been rejected.
	Submit Permanent	Submit Permanent Profiles.
	Submit Temporary	Submit Temporary Profiles.
Personnel Services Clerk	**Admin**	
	View user details	View the application level details of a user.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile
	Manage users	Manage e-Profile application users.
	MMRB	
	Manage pending boards	MMRB Boards that are pending their scheduled review.
	Quick Capture Results	Quick Capture Results.
	Profile	
	View existing	View existing Profiles for Soldiers.
	40-501 Compliant	Soldier Profile that meets 40-501 regulation.

Personnel Admin Clerk	**MEB** View Soldier details	View MEB Results Details.
	MMRB Quick Capture	Quick Capture Results
	PEB View Soldier details	View PEB Results Details.
	Profile View existing 40-501 compliant 40-501 non-compliant View Temporary	View existing Profiles for Soldiers. Soldier Profile that meets 40-501 regulation. Soldier Profile that does not meet 40-501 regulation. View a list of Temporary Profiles.
	Reports View MEB View PEB	View MEB Report by location. View PEB Report by location.
Component 1 System Admin (C1SA)	**Admin** View user list View user detail Manage user permissions Manage message board Approve users Manage expiring users Manage users	View a list of users registered with the application. View the application level details of a user. Manage user permissions. Manage system messages (message board). Approve new user registrations to e-Profile. Manage user that are pending expiration of their registration with e-Profile. Manage e-Profile application users.
	MEB View Soldier details	View MEB Results Details by SSN.
	MMRB Manage pending boards	MMRB Boards that are pending their scheduled review.
	PEB View Solder details	View PEB Results details.
	Profile View existing View Pending 1st signature	View existing Profiles for Soldiers. View profiles in queue pending 1st signature.
	Reports View General View MEB View PEB Audit Information	View general application reports. View MEB Report by location. View PEB Report by location. View audit specific reports for users and Soldiers.
	System Monitor Status	Monitor web application status.
Unit Commander (UCMDR)	**MEB** View Soldier details	View MEB Results.
	PEB View Soldier details	View PEB Results.
	Profile View existing Enter commander comment	View existing Profiles for Soldiers. Provide commander comments for a Profile.
Physician Clerk	**Profile** View existing Create Extend/Downgrade Scan/Upload View Drafts	View existing Profile for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completes Soldier Profiles to e-Profile. View profiles that are in Draft status.
Care Manager	**MEB** View Soldier details	View MEB Results details.
	MMRB	

	View Results	View MMRB Board results.
	Profile	
	View existing	View existing Profile for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completes Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
Medical Evaluation Board Doctor	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Approve users	Approve new user registrations to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB Results details.
	PEB	
	View Soldier details	View PEB Results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Expire	Manually expire a Profile before its set expiration date. (deprecated)
	Approve uploaded	Approve manually uploaded Profiles for Soldiers.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	Approve	Approve/provide the 2nd signature for a profile.
	View rejected	View Profiles that have been rejected.
	Submit Permanent	Submit Permanent Profiles.
	Submit Temporary	Submit Temporary Profiles.
Physician Assistant/ Nurse Practitioner	**MEB**	
	View Soldier details	View MEB Results details.
	PEB	
	View Soldier details	View PEB Results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	Submit	Submit Temporary Profiles.
Installation Admin	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Manage message board	Manage system messages (message board).
	Approve users	Approve new user registrations to e-Profile.

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	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB Results details.
	MMRB	
	Manage pending boards	MMRB Boards that are pending their scheduled review.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Reports	
	View MEB	View MEB Report by location.
	View PEB	View PEB Report by location.
	System	
	Monitor status	Monitor web application status.
Company Commander Clerk	**MEB**	
	View Soldier details	View MEB Results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Reports	
	View MEB	View MEB Report by location.
	View PEB	View PEB Report by location.

Army National Guard		
Role	**Permission**	**Description**
NGB System Admin	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.

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	Manage user permissions	Manage user permissions.
	Manage message board	Manage system messages (message board).
	View user activity	Track user activity within the system.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	MMRB	
	View Results	View MMRB Board results.
	Manage locations	Manage meeting location for an MMRB Board.
	PEB	
	View Soldier details	View PEB results.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Referral	
	View details	View the details of an existing Referral.
	Delete	Delete existing Soldier Referral.
	View active	View a list of active Referrals for Soldiers.
	Reports	
	View general	View general application reports.
	View MEB	View MEB report by location.
	View PEB	View PEB report by location.
	Audit Information	View audit specific reports for users and soldiers.
	System	
	Modify settings	Modify the web application system level settings.
	Monitor status	Monitor web application status.
Approval Authority	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	View user activity	Track user activity within the system.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Expire	Manually expire a Profile before its set expiration date. (deprecated)
	Approve uploaded	View profiles that are in Draft status.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	Approve	Approve/provide the 2nd signature for a profile.
	View rejected	View Profiles that have been rejected.
	View MMRB draft	New Profile draft generated by recent MMRB.
	View Pending 1st Signature	View profiles in queue pending 1st signature.
	Submit Permanent	Submit Permanent Profiles.
	Submit Temporary	Submit Temporary Profiles.
	Referral	
	View details	View the details of an existing Referral.

	Create	Create a new Referral for a Soldier.
	Complete/Close	Complete/Close and active Referral.
	View active	View a list of active Referrals for Soldiers.
	Reports	
	View MEB	View MEB Report by location.
	View PEB	View PEB Report by location.
ARNG G1	**Admin**	
	View user list	View a list of users registered with the application.
	Manage message board	Manage system messages (message board).
	View user activity	Track user activity within the system.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
Case Manager-Nurse	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View Results	View MMRB Board results.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	Complete/Close	Complete/Close and active Referral.
	View all	View all Soldier Referrals, regardless of organization.
	View active	View as list of active Referrals for Soldiers.
	Reports	
	View MEB	
	View PEB	View MEB Report by location.
		View PEB Report by location.
Case Manager-Social Worker	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View Results	View MMRB Board results.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.

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	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	Complete/Close	Complete/Close and active Referral.
	View all	View all Soldier Referrals, regardless of organization.
	View active	View as list of active Referrals for Soldiers.
	Reports	
	View MEB	View MEB Report by location.
	View PEB	View PEB Report by location.
Deputy State Surgeon	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	MMRB	
	View Results	View MMRB Board results.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	Complete/Close	Complete/Close and active Referral.
	View all	View all Soldier Referrals, regardless of organization.
	Delete	Delete existing Soldier Referral.
	View active	View as list of active Referrals for Soldiers.
	Reports	
	View general	View general application reports.
	View MEB	View MEB report by location.
	View PEB	View PEB report by location.
Military Medical Admin Clerk	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Manage checklist	Manage the checklist of work items required for an MMRB.
	Manage documents	Manage the documents uploaded for a Board or Soldier pertaining to MMRB
	Manage locations	Manage meeting locations for an MMRB Board.
	Manage pending Soldiers	View and manage Soldiers in queue awaiting MMRB Board assignment.
	Manage board preparation	MMRB Boards in preparation and require management until their review.
	View delayed Soldiers	View Soldiers that were delayed to being assigned to a Board.
	Enter voting results	Provide MMRB voting results for a Soldier.

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	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	Referral	
	View details	View the details of an existing Referral.
	Complete/Close	Complete/Close and active Referral.
	View active	View as list of active Referrals for Soldiers.
Military Personnel Officer	**Admin**	
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration f their registration with e-Profile.
	MEB	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
Military Personnel Admin Clerk	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Manage checklist	Manage the checklist of work items required for an MMRB.
	Manage documents	Manage the documents uploaded for a Board or Soldier pertaining to MMRB
	Manage locations	Manage meeting locations for an MMRB Board.
	Manage pending boards	MMRB Boards that are pending their scheduled review.
	Manage pending Soldiers	View and manage Soldiers in queue awaiting MMRB Board assignment.
	Manage board preparation	MMRB Boards in preparation and require management until their review.
	View delayed Soldiers	View Soldiers that were delayed to being assigned to a Board.
	Enter voting results	Provide MMRB voting results for a Soldier.
	Quick Capture Results	Quick Capture Results
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	40-501 compliant	Soldier Profile that meets 40-501 regulation.
	40-501 non-compliant	Soldier Profile that does not meet 40-501 regulation.
NHBARH Personnel Admin	**Admin**	
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration f their registration with e-Profile.
Provider-Military	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Submit	Submit/provide the 1st signature for profile.

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	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View Profiles that are in Draft status.
	View rejected	View Profiles that have been rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	View Pending 1st Signature	View profiles in queue pending 1st signature.
	Submit Permanent	Submit Permanent Profiles.
	Submit Temporary	Submit Temporary Profiles.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	View active	View a list of active Referrals for Soldiers.
Provider-Contractor	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View Profiles that are in Draft status.
	View rejected	View Profiles that have been rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	Submit Permanent	Submit Permanent Profiles.
	Submit Temporary	Submit Temporary Profiles.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	View active	View a list of active Referrals for Soldiers.
State Surgeon	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	Complete/Close	Complete/Close an active Referral.
	View active	View a list of active Referrals for Soldiers.
The Adjutant General	N/A	N/A

Unit Commander	**MEB** View Soldier details **MMRB** View results **PEB** View Soldier details **Profile** View existing Enter commander comment **Referral** View details View active	View MEB results details. View MMRB Board results. View PEB results details. View existing Profiles for Soldiers. Provide commander comments for a Profile. View the details of an existing Referral. View a list of active Referrals for Soldiers.
Unit Admin Clerk	**MEB** View Soldier details **MMRB** View results Enter voting results **PEB** View Soldier details **Profile** View existing **Referral** View details View active	View MEB results details. View MMRB Board results. Provide MMRB voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers. View the details of an existing Referral. View a list of active Referrals for Soldiers.
Unit Readiness/ Training NCO	**MEB** View Soldier details **MMRB** View results Enter voting results **PEB** View Soldier details **Profile** View existing **Referral** View details View active **Reports** View MEB View PEB	View MEB results details. View MMRB Board results. Provide MMRB voting results for a Soldier. View PEB results details. View existing Profiles for Soldiers. View the details of an existing Referral. View a list of active Referrals for Soldiers. View MEB report by location. View PEB report by location.
Provider Proxy	**MEB** View Soldier details **PEB** View Soldier details **Profile** View existing Create Extend/Downgrade Scan/Upload View drafts **Referral** View details Create View active	View MEB results details. View PEB results details. View existing Profiles for Soldiers. Create new Profiles for a Soldier. Extend or Downgrade an active Profile for a Soldier. Scan/Upload previously completed Soldier Profiles to e-Profile. View profiles that are in Draft status. View the details of an existing Referral. Create a new Referral for a Soldier. View a list of active Referrals for Soldiers.

Physician Assistant/ Nurse Practitioner	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board results.
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been Rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	Submit Temporary	Submit Temporary Profiles.
	Referral	
	View details	View the details of an existing Referral.
	Create	Create a new Referral for a Soldier.
	View active	View a list of active Referrals for Soldiers.

Army Reserve		
Role	**Permission**	**Description**
AR Admin	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Manage message board	Manage system messages (message board).
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	MMRB	
	View Results	View MMRB Board results.
	Manage locations	Manage meeting location for an MMRB Board.
	PEB	

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	View Soldier details	View PEB results.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Referral	
	View details	View the details of an existing Referral.
	View active	View a list of active Referrals for Soldiers.
	Reports	
	View general	View general application reports.
	View MEB	View MEB report by location.
	View PEB	View PEB report by location.
	Audit Information	View audit specific reports for users and soldiers.
	System	
	Modify settings	Modify the web application system level settings.
	Monitor status	Monitor web application status.
Personnel Admin	**Admin**	
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	MEB	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results.
	Profile	
	View existing	View existing Profiles for Soldiers.
RRC/RSC Surgeon	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Expire	Manually expire a Profile before its set expiration date. (deprecated)
	Approve uploaded	Approve manually uploaded Profiles for Soldiers.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	Approve	Approve/provide the 2nd signature for a profile.
	View rejected	View Profiles that have been Rejected.
	View Pending 1st Signature	View profiles in queue pending 1st signature.
	Submit Permanent	Submit Permanent Profiles
	Submit Temporary	Submit Temporary Profiles
	Reports	
	View general	View general application reports.
	View MEB	View MEB report by location.
	View PEB	View PEB report by location.
Personnel Officer-Military	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Approve users	Approve new user registration to e-Profile.

		Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
		Manage users	Manage e-Profile application users.
		MEB	
		View Soldier details	View MEB results details.
		MMRB	
		View Results	View MMRB Board results.
		Enter voting results	Provide MMRB voting results for a Soldier.
		PEB	
		View Soldier details	View PEB results details.
		Profile	
		View existing	View existing Profiles for the Soldiers.
		40-501 compliant	Soldier Profile that meets 40-501 regulation.
		40-501 non compliant	Soldier Profile that does not meet 40-501 regulation.
		Reports	
		View general	View general application reports.
Unit Commander		**MEB**	
		View Soldier details	View MEB results details.
		PEB	
		View Soldier details	View PEB results details.
		Profile	
		View existing	View existing Profiles for the Soldiers.
		Enter commander comment	Provide commander comments for a Profile.
		Referral	
		View active	View a list of active Referrals for Soldiers.
Personnel Admin Clerk		**MEB**	
		View Soldier details	View MEB results details.
		MMRB	
		View results	View MMRB Board Results
		Manage checkout	Mange the checklist of work items required for an MMRB.
		Manage documents	Manage the documents uploaded for a Board or Soldier pertaining to MMRB
		Manage locations	Mange meeting locations for an MMRB Board.
		Manage pending Soldiers	View and manage Soldiers in queue awaiting MMRB Board assignment.
		Manage board preparation	MMRB Boards in preparation and require management until their review.
		View delayed Soldiers	View Soldiers that were delayed to being assigned to a Board.
		Enter voting results	Provide MMRB voting results for a Soldier.
		Quick Capture Results	Quick Capture Results
		PEB	
		View Soldier details	View PEB results details.
		Profile	
		View existing	View existing Profiles for the Soldiers.

Command Military Medical Admin	**Admin**	
	View user details	View the application level details of a user.
	Manage user permissions	Manage user permissions.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for the Soldiers.
	Reports	
	View general	View general application reports.
	View MEB	View MEB report by location.
	View PEB	View PEB report by location.
Provider-Military	**MEB**	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been Rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	View Pending 1st Signature	View profiles in queue pending 1st signature.
	Submit Permanent	Submit Permanent Profiles
	Submit Temporary	Submit Temporary Profiles
Provider-Contractor	**MEB**	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been Rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	Submit Permanent	Submit Permanent Profiles
	Submit Temporary	Submit Temporary Profiles
Unit Admin Clerk	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board Results
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	

	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for the Soldiers.
Provider Clerk	**MEB**	
	View Soldier details	View MEB results details.
	MMRB	
	View results	View MMRB Board Results
	Enter voting results	Provide MMRB voting results for a Soldier.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for the Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
Physician Assistant/ Nurse Practitioner	**MEB**	
	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been Rejected.
	View MMRB draft	New Profile draft generated by a recent MMRB.
	Submit Temporary	Submit Temporary Profiles

Logistics Health Incorporated		
Role	**Permission**	**Description**
Contractor	**MEB**	

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Provider Proxy	View Soldier details	View MEB results details.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been Rejected.
Contractor Provider	**Admin**	
	View user list	View a list of users registered with the application.
	View user details	View the application level details of a user.
	Approve users	Approve new user registration to e-Profile.
	Manage expiring users	Manage users that are pending expiration of their registration with e-Profile.
	Manage users	Manage e-Profile application users.
	MEB	
	View Soldier details	View MEB results details.
	MMRB	
	Manage pending soldiers	View and manage Soldiers in queue awaiting MMRB Board assignment.
	View delayed soldiers	View Soldiers that were delayed to being assigned to a Board.
	PEB	
	View Soldier details	View PEB results details.
	Profile	
	View existing	View existing Profiles for the Soldiers.
	Create	Create new Profiles for a Soldier.
	Extend/Downgrade	Extend or Downgrade an active Profile for a Soldier.
	Scan/Upload	Scan/Upload previously completed Soldier Profiles to e-Profile.
	View drafts	View profiles that are in Draft status.
	View rejected	View Profiles that have been Rejected.
	View Pending 1st Signature	View profiles in queue pending 1st Signature.
	Submit Permanent	Submit Permanent Profiles
	Submit Temporary	Submit Temporary Profiles

Appendix E: Exporting

Step	User Action	What to Check/System Response
1.	Click export.	You will be asked if you want to open or save this file.

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Submitted	Expires	SSN	Name	Type	PULHES	Primary Diagnosis	Status	ALC		
20100202	20150202	xxxxx6107	BROWN	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	131111	Shoulder Strain, Shoulder Pain	Approved	B,C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	113111	Ankle Sprain/Strain, Ankle Pain	Approved	B,C	View PDF	View
20100202	20150202	xxxxx8565	APPLE	Permanent	333111	breathing problem, neck pain	Profile Pending Commander Comment	D	View PDF	View
20100202	20150202	xxxxx8098	BROWN	Permanent	333111	TBI	Profile Pending Commander Comment	C	View PDF	View
20100129	20100429	xxxxx6214	HILL	Temporary	333111	Fractured Arm	Approved		View PDF	View
20100125	20150125	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100129	20150129	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100203	20150203	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View

Exhibit E-1 Profile LIst

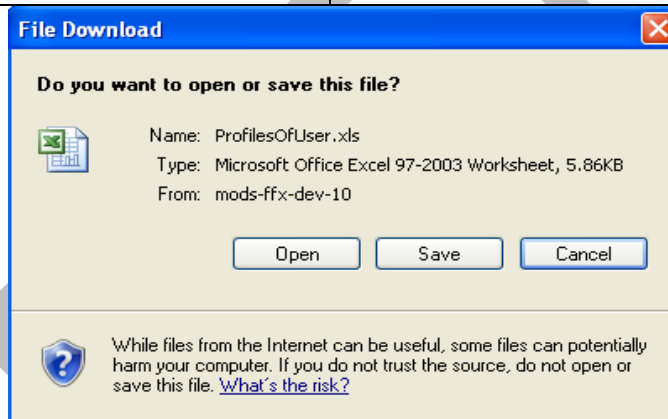| 2.	Click Open or Save.	The list will be transferred to an excel spreadsheet.

File Download

Do you want to open or save this file?

Name: ProfilesOfUser.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 5.86KB
From: mods-ffx-dev-10

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Exhibit E-2 File Download Window

3.	View the spreadsheet.	

Submitted	Expires	SSN	Name	Type	PULHES	Primary Diagnosis	Status	ALC		
20100202	20150202	xxxxx6107	BROWN	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	131111	Shoulder Strain, Shoulder Pain	Approved	B,C	View PDF	View
20100202	20100503	xxxxx8565	APPLE	Temporary	113111	Ankle Sprain/Strain, Ankle Pain	Approved	B,C	View PDF	View
20100202	20150202	xxxxx8565	APPLE	Permanent	333111	breathing problem, neck pain	Profile Pending Commander Comment	D	View PDF	View
20100202	20150202	xxxxx8098	BROWN	Permanent	333111	TBI	Profile Pending Commander Comment	C	View PDF	View
20100129	20100429	xxxxx6214	HILL	Temporary	333111	Fractured Arm	Approved		View PDF	View
20100125	20150125	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100129	20150129	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View
20100203	20150203	xxxxx1671	HALL	Permanent	333111	TBI	Pending Approval	C	View PDF	View

Exhibit E-3 Profile List in Excel

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